

WASTES REDUCTION AND PERFORMANCE IMPROVEMENT THROUGH APPLYING KAIZEN/5S

Code: PI.KAIZE/5S.M1

Introduction:

KAIZEN is the philosophical and systematic approach, developed in Japan after the second World War. In Japanese, Kaizen was grafted from «Kai» - «change» or «make right» and «zen» - «good» meaning «continuous improvement». Kaizen is the accumulation of small improvements to get big effect, KAIZEN focuses on solving and defining problems and changing to ensure that problems are dealt with thoroughly. Therefore, KAIZEN is a process of continuous improvement with the belief that human creativity is unlimited. Thereby, all members of the organization from leaders to employees are encouraged to make suggestions even small improvements from the daily works.

Originating from Japan, with the philosophy «*Good management will bring higher performance in work place*», 5S has been implemented and applied in many countries around the world and Vietnam. 5S is the first letter of the Japanese: Seiri, Seiton, Seiso, Seiketsu, Shitsuke, and translation into Vietnamese is SÀNG LỘC, SẮP XẾP, SẠCH SẼ, SĂN SÓC, SĂN SÀNG. Beside the purpose to create a neat, clean, comfortable and safe working environment for everyone, the 5S is a basic improvement tool and also a foundation for quality and productivity improvement activities to be done better.

Course Objectives:

At the end of course, participant can understand:

- Practices and concepts of Kaizen/ 5S.
- Methods of developing and implementing Kaizen and 5S in order to improve work effectiveness and productivity.
- Define wastes in workplace and put forward actions to eliminate them

Course Content

Section 1: Kaizen

- Kaizen concepts: Kaizen and Innovation;
- Define wastes (Muda) in workplace and how to eliminate them;
- Kaizen implementation methods.

Section 2: 5S

- What is 5S? Benefits of 5S implementation; Explain and analyze factors of 5S;
- Steps of 5S implementation and guide to apply 5S in practice;
- Measures of promotion and establishment of 5S movements in company;
- Establishment of regulations of 5S practices;
- 5S audit and maintenance method;

Participants:

- Supervisors of Department/ Section;
- Quality and technical officers;
- Person who is interested in the contents and topic of training course.

Trainer: Quality management experts from Vietnam Productivity Centre

Duration: From 27 to 28 July 2010 (02 days) (from 8:30 to 17:00)

Training Fee: 1.050.000 VND/ 01 person/ 2 days (included 5% VAT)

(Includes: Training materials, certificate, tea breaks, lunches and other organization fee).